



Committee: LICENSING ACT COMMITTEE

Date: THURSDAY, 29 MAY 2014

Venue: LANCASTER TOWN HALL

Time: 2.00 P.M.

A G E N D A

1. **Apologies for Absence**
2. **Appointment of Vice-Chairman**
3. **Minutes**

Minutes of meeting held on 20 March 2014 (previously circulated).

4. **Items of Urgent Business Authorised by the Chairman**
5. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B, Section 2, of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

6. **Chairmen of Licensing Act Sub-Committees (Pages 1 - 2)**

Report of Licensing Manager

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Terrie Metcalfe (Chairman), Chris Coates, Jonathan Dixon, Mike Greenall, Helen Helme, Billy Hill, Val Histed, Tracey Kennedy, Margaret Pattison, Vikki Price, Sylvia Rogerson, Roger Sherlock, Joyce Taylor, Malcolm Thomas and Paul Woodruff

(ii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone (01524) 582068 or email jglenton@lancaster.gov.uk.

(iii) Changes to Membership or apologies

Please contact Members' Secretary, telephone (01524) 582170 or email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
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LICENSING ACT COMMITTEE**Chairmen of Licensing Act Sub-Committees
29th May 2014****Report of the Licensing Manager****PURPOSE OF REPORT**

To enable the Committee to make arrangements for the chairing of Licensing Act-Sub-Committees during the forthcoming municipal year.

This report is public

- (1) That the Committee appoints for the new municipal year a number of members to chair the ad hoc sub-committees established to hear individual applications under the Licensing Act 2003 and the Gambling Act 2005.**

1.0 Introduction

- 1.1 The procedure for establishing sub-committees to deal with hearings under the Licensing Act 2003 was agreed at the Committee's meeting on the 14th February 2005. As Members are aware, each sub-committee must comprise three members of the Committee, and is convened by the Chief Officer (Governance), as and when required, from the fifteen members.
- 1.2 It was further agreed in 2005 that the then chairman and vice-chairman and three other named members be appointed as chairmen of the sub-committees, and that each ad hoc sub-committee would include one of these members who would act as the chairman.
- 1.3 This arrangement has continued, although in some municipal years, the Committee has nominated four rather than five chairmen.
- 1.4 For Members' information, there were four chairmen nominated for 2013/14, namely Councillors Vikki Price (Chairman of the Committee), Mike Greenall (Vice Chairman of the Committee), Malcolm Thomas and Joyce Taylor
- 1.5 It is always difficult to estimate in advance the workload of the sub-committees. In 2013/14, sub-committees met on only four occasions.
- 1.6 As the demand for meetings of the sub-committees has reduced over the past few years, members may consider that there could be a further reduction in the number of sub-committee chairmen again this year.

2.0 Proposal Details

- 2.1 The Committee is now requested to consider the arrangements for the municipal year 2014/15, and to decide how many and which members to appoint to chair the sub-committees.

3.0 Details of Consultation

3.1 None

4.0 Options and Options Analysis (including risk assessment)

4.1 There is a need for the Committee to appoint sub-committee chairmen. In considering the number of chairmen to be designated, there is a need to balance the reduced number of meetings against the need to ensure the availability of a chairman for any meeting that may be required, bearing in mind that members are not permitted to consider applications that relate to their own ward.

5.0 Conclusion

5.1 The Committee is recommended to appoint a number of its members to chair the sub-committee hearings.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

FINANCIAL IMPLICATIONS

The Independent Remuneration Panel (IRP) has made provision for special responsibility allowances of £435 to be paid to each Sub-Committee chairman, in addition to the special responsibility allowance that is paid to the Chairman of the Committee, and the budgetary provision reflects this. The fact that a member is only entitled to receive one special responsibility allowance means that it is impossible to estimate the actual budget cost in advance, and generally gives leeway within the budgetary provision.

LEGAL IMPLICATIONS

The proposal is in accordance with the provisions of the Licensing Act 2003, which provides for the establishment of one or more sub-committees consisting of three members of the Committee, but makes no further provision as to how this should be arranged.

BACKGROUND PAPERS

None

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